

ALDER GROVE CHARTER SCHOOL TIMESHEET (A)

****Please turn in on the 16th, or the next business day if the 16th falls on a holiday or weekend****

Employee Name: _____ Category: _____

Pay Period Date: _____

Date	Time In	Time Out	Time In	Time Out	Total Hours	Teachers and/or Tutors must complete this column Student(s) served by Tutor or Teacher Substituted for:
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total hours:						
(Please list hours only, not dollar amounts)						

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____